Federal Energy Management Program

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

AFFECT 2017

Assisting Federal Facilities with Energy Conservation Technologies (AFFECT)

December 13, 2016

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Energy Efficiency and Renewable Energy

Department of Energy

Important Dates

Event	Date
FOA Issue Date	November 22, 2016
Letter of Intent (LOI) Deadline	December 22, 2016 5:00pm ET
Full Application Deadline	January 30, 2017 5:00pm ET
Notification of Award Selections	June 21, 2017
Timeframe for Award Negotiations	July 1, 2017–September 1, 2017

Award Information

- Topic Areas:
  - Combined Heat and Power (CHP)
  - Renewable Energy (RE)
  - Energy Efficiency Deep Retrofits (EEDR)
    - EEDRs are energy efficiency projects shown to be innovative and creative in moving beyond standard energy efficiency projects, which may include, but are not be limited to the use of advanced technology, novel processes, exceptional energy savings or the application of integrated design. Integrated design is an approach to the design of a building which brings together design specialties that are usually considered separately such as architecture, structural engineering and HVAC.
- **NOTE:** Applicants can only pursue **one** Topic Area/technology per Full Application (which must be clearly identified), and only **one** application can be submitted by the same project team and from a given site.

Award Information

- Estimated Funding Available
  - $3.0 million available (subject to appropriations)
  - Number of awards will depend on individual award sizes
- Individual Awards will vary between approximately $100,000 and $1,000,000.
- EERE, at its discretion, may issue one, multiple, or no awards for AFFECT 2017.

Award Information

LOI and Full Applications	Must be submitted through the EERE Exchange at: https://eere-exchange.energy.gov
Type of Funding Agreement	Grant award through Interagency Agreements (IAAs)
Period of Performance (PoP)	36 months
Eligible Applicants	U.S. Federal Agencies, Sub-Agencies, and National Laboratory Contractors subject to the definitions in Section III.A and III.B.

Letter of Intent

Letter of Intent (LOI)

Due

December 22, 2016

5:00 pm Eastern Time

Letter of Intent

One Page LOI with:

- Project Title;
- Lead Organization;
- Organization Type;
- Abstract
  - The abstract provided should be not more than 200 words in length, and should provide a truncated explanation of the proposed project
- Project Team, including:
  - Principal Investigator (PI);
  - Team Members, and
  - Key Participants*
  - Topic Area (only **one** topic area can be chosen); and
- Whether the Application has been previously submitted to EERE.

Full Application

Due

January 30, 2017

5:00 pm Eastern Time

Technical Volume

Section/Page Limit	Description
Cover Page (1 page, not included in 10 page limit)	• Project title • Lead Organization • Principal Investigator (PI) and team members • Project Budget (EERE and cost leverage) • Project Duration • Confidentiality Statements • **Please note:** Only **one** topic area can be chosen.
Project Description (approximately 6 to 7 pages)	• Background • Technical Overview • Economic Overview • Program Impact • Cost Leverage

Technical Volume

Section/Page Limit	Description
Project Management Plan and Budget (approximately 2 pages)	• Project Management Plan • Budget
Team and Resources (approximately 1 to 2 pages)	• Project Team • Project Partner Letters of Commitment • Organizational Letters of Commitment

Full Application Content and Form Requirements

Submission	Components	File Name
Full Application (PDF, unless stated otherwise)	Technical Volume (See Chart in Section IV.C.ii). There is a 10-page limit not counting the cover page.	{{ControlNumber}}_{{LeadOrganization}}_TechnicalVolume
	SF-424 (found on https://eere-Exchange.energy.gov)	{{ControlNumber}}_{{LeadOrganization}}_App424
	Life-Cycle Cost Analysis Calculation (See Section I)	{{ControlNumber}}_{{LeadOrganization}}_LCCACalculation
	Organizational Letters of Commitment (1 page max per letter)	{{ControlNumber}}_{{LeadOrganization}}_OrgLettersofCommitment
	Project Partner Letters of Commitment (1 page max per letter)	{{ControlNumber}}_{{LeadOrganization}}_PPLettersofCommitment
	Cost Leverage Verification (See Section I)	{{ControlNumber}}_{{LeadOrganization}}_CostLeverageVerification
	Summary for Public Release (1 page limit)	ControlNumber_LeadOrganization_Summary
	Summary Slide (1 slide limit, Microsoft PowerPoint format)	ControlNumber_LeadOrganization_Slide

SF-424: Application for Federal Assistance

- Form provided on EERE Exchange
- Certifications and Assurances can be found at: http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms

- Save SF-424 in a single PDF file, using the following convention for the title "{{ControlNumber}}_{{LeadOrganization}}_App424".

Lifecycle Cost Analysis

- Projects must demonstrate life-cycle cost-effectiveness through a life-cycle cost analysis (LCCA).

- Calculate life-cycle cost-effectiveness in accordance with 10 CFR 436, Subpart A using the Building Life-Cycle Cost (BLCC) software program or equivalent* in a separate attachment, including all relevant supporting data and assumptions.

- Include a comparison of the life-cycle cost with the project completed to the baseline life-cycle cost without the project in the Technical Volume.

*BLCC can be downloaded at no cost at http://energy.gov/eere/femp/building-life-cycle-cost-programs

Letters of Commitment

- Include the following information on Project Partner and Organizational Letters of Commitment:
  - Control Number
  - Lead Organization
  - Project Partner(s)

- For example, depending on the stage of the proposed project, Letters of Commitment from the Energy Savings Company (ESCO) may be appropriate.

Cost Leverage Verification

- In the AFFECT 2017 FOA Cost Leverage is defined as:

$$CL = (TI - G)/G$$

Where

  - **CL** = Cost Leverage Ratio.
  - **TI** = Total Investment or Total Allowable Costs for the topic area chosen by the applicant (i.e. the total allowable costs equals the sum of the EERE share and the Recipient share of allowable costs).
  - **G** = amount of Grant.

- The agency requesting financial assistance must provide a cost leverage ratio of **at least 1**.

Cost Leverage Verification

- Cost Leverage example:
  - Topic Area Chosen: Renewable Energy
  - Total Project Cost (including all ECMs): $20M
  - Total Cost of Renewable Energy technologies **(TI)**: $4M
  - Requested EERE Grant **(G)**: $1M

CL = (4-1)/1

- In this case, the cost leverage ratio (CL) would be 3 to 1.
- Written assurance of proposed cost leverage contributions should be included in Full Applications.
- Upon selection, Applicants may be required to provide additional information and documentation regarding their cost leverage contributions.

Summary/Abstract for Public Release

- A summary, not to exceed 1 page, of the proposed activity suitable for dissemination to the public.
- Identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, methods to be employed, potential impact of the project (e.g., benefits, outcomes), and major participants (for collaborative projects).
- Summary should not contain any proprietary or sensitive business information.

Summary Slide

- A single Microsoft PowerPoint slide summarizing proposed project for use during the evaluation process.

- The Summary Slide requires the following information:
  - Project title, prime recipient/applicant, Principal Investigator (PI), and key participant information;
  - The project's key idea/objective;
  - A technology summary;
  - A description of the technology's impact (e.g. size);
  - Project location;
  - Any key graphics (illustrations, charts and/or tables); and
  - Requested EERE funds and proposed applicant cost share.

Technical Review Criteria

Criteria	Description
Technical and Economic Merit (25%)	• Extent to which the proposed project is technically and economically viable
Program Impact (30%)	• Degree that project will move agency toward broader adoption of clean energy strategy, engaging in similar efforts at other Federal sites

Technical Review Criteria Set One

Criteria	Description
Cost Leverage (25%)	• Degree that project leverages EERE award funds with non-EERE funding (e.g. appropriated, financed, etc.)
Program Plan and Budget (20%)	• Management approach, with detailed proposed work plan including milestones • Description of Team and Resources • Appropriate proposed budget

Additional Award Information – Release of Grant Funding

- Funds will only become available **after** the final deliverable(s) have been accomplished, submitted, and approved as completed by US DOE FEMP and Contracting Officer per requirements of Statement of Project Objectives (SOPO).

- If the final deliverable is not met on schedule, the award may be terminated.

Additional Award Information – Final Deliverable(s)

Final Deliverable(s) Could Include	Final Deliverable(s) do NOT Include
• Will include, but not be limited to, an Energy Savings Performance Contact (ESPC) or Task Order (TO) award.	• Activities related to the installation, construction, commissioning and operation of the project. • Data collection of the proposed system. • Maintenance of the proposed system.

Additional Award Information – Project Impact

- Projects **must** demonstrate that the experience gained through the proposed project will impact the development and strategy of clean energy applications at other Federal sites.
- Projects will be evaluated on the merits of the proposed project **and** the ability of the project technology and lessons learned to be utilized at other federal sites.
- Projects **must** demonstrate how lessons learned can be applied to future projects.
- Show how the proposed project itself specifically has impact on achieving mandated clean energy goals.

Additional Award Information – Project Schedule

- Project Schedules should be challenging **and** achievable:
  - Overly aggressive and unrealistic schedules must be avoided.
  - Awards may terminate or be cancelled if not on schedule.
  - An overly conservative schedule is discouraged; the project must be timely.
  - The project schedule will be finalized during award negotiations and must be achievable.

Thank You for Your Attention

Questions about this FOA?
Email FOA.AFFECT4@ee.doe.gov

Problems with EERE Exchange?
Email EERE-ExchangeSupport@hq.doe.gov
Include FOA name and number in subject line

QUESTIONS?